



Hardship Fund Guidelines

HBTSR Hardship Fund

The purpose of the Hardship Fund is to hold money that will be immediately available to make small donations to meet emergency or short-term needs of people seeking refuge or asylum living in South Wales or with links to this area where these cannot be easily or promptly met from benefits or other sources.

Such needs may include food, clothing, shelter, transport, health needs and therapies, education, training and equipment, but not excluding computers, phones, leisure, sport or entertainment where these may have important practical or therapeutic value.

The fund will be administered by the Treasurer of HBTSR plus two members elected initially by an HBTSR Group Meeting and thereafter re-elected at HBTSR's AGM. This group will be known as the Hardship subcommittee.

The scheme will commence with £1,000 allocated from HBTSR's general funds and may be topped up from time to time on application by the Treasurer to an HBTSR Group Meeting.

Donations will typically be of £100 or less. Donations of up to £500 may be made by the sub committee without application to an HBTSR Group Meeting. Larger sums will require approval of a Group Meeting.

Decisions on donations will be made by unanimous decision of the Sub committee.

Payments will be made by the Treasurer. A written [or emailed] receipt will be requested from the beneficiary, or their Sponsor.

Donations may be requested by:

- 1 partner organisations working with people seeking refuge or asylum in nearby cities, especially Swansea.
- 2 Any member of HBTSR on behalf of a person or family seeking refuge or asylum.
- 3 Any person or family seeking refuge or asylum living within the HBTSR area.

If the sub committee decline the application, the applicant will be given an explanation and will have the right to appeal to an HBTSR Group Meeting.

When the balance of the scheme falls below £250, the Treasurer will apply to the Group Meeting for a top-up from the general fund.

The Treasurer will report to each Group Meeting the donations made and remaining balance in the scheme.

A full account of transactions of the scheme will be included in the Treasurer's annual financial report to the HBTSR AGM.

The HBTSR AGM will have the power to wind up the scheme or vary its terms of reference.

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